

Effective Date: October 12, 1997
Modified Effective November 9, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CYTOTECHNOLOGIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under the Wis. Adm. Code ER 2.04 for making classification decisions relative to positions which perform professional cytotechnology activities (i.e., tests and analyses on a variety of clinical specimens for the detection of disease states).

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series includes professional positions that require specialized knowledge of the principles of cytotechnology. Positions allocated to this series are responsible for performing cytotechnological tests and analyses on a variety of clinical specimens for the detection of disease states. Tasks identified in this classification specification are highly specialized and require post-secondary level training.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not require professional level specialized knowledge of cytology and which are better identified in one of the other professional science related classification series such as Chemist, Medical Technologist or Micro- biologist.
2. Positions which, for a majority of time, provide technical program support for the cytotechnology function through the production of stained diagnostic slides and are more appropriately classified as Cytopreparation Technician.
3. Positions which meet the statutory definition(s) of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series will be by competitive examination. Progression to the senior level will occur through reclassification. Progression to the advanced level will typically occur through some form of competitive examination.

II. DEFINITIONS

CYTOTECHNOLOGIST

Positions work under close progressing to limited super- vision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in working with and/or understanding the program, state systems, user group(s) and the mechanics of the program; and developing an understanding and applying the statutes, rules, regulations, administrative code and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priori- ties, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is deter- mined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

CYTOTECHNOLOGIST-SENIOR

This is objective level professional work requiring specialized, formal training in the performance of cytotechnological tests and analyses on a wide variety of clinical specimens for the detection of disease. Positions at this level assist lower level cytotechnologists in the performance of analytical procedures and tests, direct laboratory technicians in sample preparation, provide assistance to other scientists in the same program area, assist in the maintenance of supplies, equipment, and instruments, and in the day to day function of the laboratory. Provide peer review of tests, and/or diagnostic results for accuracy and completeness, and may lead or oversee quality assurance efforts. These positions may also conduct special projects or research, and may be involved in the training of students, lower level cytotechnologists, other professional staff and technical staff. Positions at this level make independent decisions and work under general supervision.

CYTOTECHNOLOGIST-ADVANCED

This is advanced professional cytotechnological work. Positions allocated to this level function as the top level cytotechnologist in a specialized area of a complex program or as a team leader in one or more specialized areas. Employees in this class perform the most complex and advanced cytotechnological work which includes multi- and cross- specialty areas which often include policy making responsibilities. The work may involve continual high level contacts with public and private agencies or consultants on highly technical and complex method development and research projects; teach at all levels, including high level professional staff, non-professional staff or students; directing special projects, analyses, diagnostic test development, or independent research; or re- presenting the Department or laboratory on technical study or advisory committees. The assignments are broad in scope and continually require the incumbent to use independent judgment in making decisions. The work is per- formed under very general supervision.

III. QUALIFICATIONS

The qualifications for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the

education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Completion of approved formal training and registration or eligibility for registration in Cytotechnology by the American Society of Clinical Pathologists (ASCP) is required for all positions.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997 and announced in Bulletin CC/SC-74 as Cytologist to describe positions which perform cytotechnological work at the State Lab of Hygiene, University of Wisconsin-Madison. The creation of this classification series resulted from the Governor's Human Resource Reform Commission recommendation to simplify the classification system. This action resulted in the abolishment of the Cytologist classification series (class codes 41201 through 41203). The classification title was changed to Cytotechnologist at the request of the employing agency, the University of Wisconsin. This action was effective November 9, 1997 and announced in Bulletin CC/SC-78.

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